

City College Coventry Part Time Courses 2011-12



0800 616 202
www.covcollege.ac.uk



WHY CHOOSE CITY COLLEGE COVENTRY

We are the largest FE College in Coventry and we offer a comprehensive range of courses for all ages from 14 years old and onwards. We are based in Swanswell in the heart of the city and our campus provides an excellent environment to study. It is equipped with state of the art facilities and it has a secure car park which is open to all City College Coventry students.

ENROLLING ON A COURSE

Enrolling on a course is easy.

Main enrolment takes place on the dates listed below. Please go to the Centre where your course takes place to enrol.

ENROLMENT

For all courses offered enrolments dates are:

Wednesday 31st August	10.00 – 20.00
Thursday 1st September	10.00 – 20.00
Friday 2nd September	10.00 – 15.00
Saturday 3rd September	10.00 – 12.00

ESOL ENROLMENT

We will be enrolling for ESOL at the following times at both the Swanswell Campus and the Indian Community Centre:

Wednesday 31st August	10.00 - 20.00
Thursday 1st September	10.00 - 20.00
Friday 2nd September	10.00 - 15.00

ESOL students must bring with them paperwork to show they can access education in this country if they are not an EU citizen.

Please also bring proof (no more than one month old) of JSA or ESA benefits if you are not intending to pay fees. We can only enrol learners who provide paperwork to evidence eligibility to access education in the U.K, proof of JSA or ESA (WRAG) or are able to pay the fees for the course.

KEY TO CENTRES:

Please go to the Centre where your course takes place to enrol.

ICC Indian Community Centre Cross Road Foleshill Coventry CV6 5GP Telephone: (024) 7658 1897	SWN Swanswell Campus Swanswell Street Coventry CV1 5DG Freephone: 0800 616 202	HFC Henry Fry Centre Hertford Place Queen's Road Coventry CV1 3JZ Telephone: 02476 222321
--	---	---

To enrol after the 3rd September 2011, please contact the College using the details below.

An application form is required for some courses; please contact our Course Information Team to see if one is required, or alternatively you can download an application form at:
www.covcollege.ac.uk/courses/Documents/application.pdf

If you would like further information on our courses please visit www.covcollege.ac.uk or email our Course Information Team on courses@covcollege.ac.uk. You can also telephone our Course Information Team on 0800 616 202.

TUITION FEES

The College operates in an environment where it receives annual grant funding from the government. This enables students to benefit from learning at tuition fee levels that have been substantially subsidised by government funding.

There may also be an exam fee to pay depending upon the course and there may be a charge made to cover the cost of books, materials and equipment used during the course itself. You will be advised upon enrolment of the current rate and whether or not that these fees will apply to your particular course.

STUDENTS UNDER THE AGE OF 19

Students who are under the age of 19 on the 31st August 2011 and are classified as 'Home' students are eligible for Government funding, and will NOT therefore be required to pay tuition or exam fees. Tuition and exam fees will be payable however, for those students aged 19 and over. Please note that the fee stated for a course lasting more than one year is for the first year only.

STUDENTS AGED 19 AND ABOVE

All students who are aged 19 and above on the 31st August 2011 will have to pay fees. However, if you are a home student and aged 19 or over and in receipt of either Job Seekers Allowance (JSA) or Employment Support Allowance (ESA - Work Related Activity Group only) and enrolling on a qualifying course then there will be 100% remission of tuition. Please note that exam, books, materials and equipment costs do not qualify for any fee remission.

Students are required to provide current documentary evidence of JSA or ESA status at enrolment.

FIRST LEVEL 2 OR LEVEL 3 COURSE

If you are over 19 and want to study for a Level 2 course you might be eligible for free tuition, or if you are aged between 19 and 25 and you have not yet gained your first full Level 2 (equivalent to 5 GCSEs) or your first Level 3 (equivalent to 3 AS/A2 Levels) qualification and you enrol for an eligible qualification, you may be entitled to a significant reduction in fees. Due to the complexity of operating this entitlement, students are advised to contact the college before their enrolment, if at all possible, to discuss their eligibility.

QUALIFYING FOR HOME STATUS

In order to be eligible for Government funding, a student must normally and legally be resident in the UK, or have been resident in any EEA country for the last three years. Students must be able to produce documentary evidence to confirm that they:

- Are British Citizens (eligible to hold full British passports)
- EEA citizens
- Are Asylum Seekers who are successful in their applications or appeals for:-
 - Full refugee status, or the spouse or civil partner or child of such a refugee.
 - Have been granted Humanitarian Protection (HP) or Discretionary Leave (DL) to remain, or the spouse or civil partner or child of such a person.
 - Have been legally in the UK pending consideration of their claim by the Home Office for longer than 6 months or refused asylum but eligible and granted support under section 4 of the Immigration and Asylum Act 1999.
 - Can demonstrate that they are currently supported under section 4 of the Immigration & Asylum Act 1999.

Spouses and other relatives of eligible individuals must be eligible in their own right, i.e. students are not automatically eligible by virtue of marriage or dependency to an individual who is eligible.

All other students, who do not comply with the above conditions, are considered as overseas students. They must therefore pay overseas fees in full prior to the start of the course.

PAYMENT TERMS

Fees are payable in full at the time of enrolment unless you make a specific request to pay by instalments. Fees can be paid at finance or reception by cash, cheque or major credit and debit cards.

In certain circumstances, an arrangement can be made with Finance to grant the payment of fees by instalment. Where consented to, this will require the student to make an initial deposit of 33% of the total course cost or £100 (whichever is the greater), and to arrange to pay the remainder of the fee by three Standing Orders.

EMPLOYER SPONSORSHIP

If you would like us to invoice your employer, then please obtain a Fee Authorisation Form from Finance or Reception. This must be completed and stamped by an authorised representative of your company and produced on the day you enrol. You will personally remain responsible for all fees until full settlement is received from your employer.

FINANCIAL ASSISTANCE

Help with the costs of studying including travel, equipment and childcare may be available through the Learner Support Fund. These funds are very limited and certain eligibility criteria apply.

WE LOOK FORWARD TO SEEING YOU

Anyone who wishes to learn will find a warm welcome at City College Coventry. We are committed to ensuring equality of access for all our students, irrespective of race, religion, age, gender, sexual orientation, marital status, learning difficulty or disability.

The College is committed to recognising and responding to the diverse needs of our learners. If you have any specialist support needs then please do not hesitate to contact our Student Access and Support Unit (SASU) on (024) 7679 1574 to discuss your individual requirements. Our specialist tutors are happy to help you with Maths and English, Dyslexia and Autistic Spectrum support.

CHILDCARE

Having children is no obstacle to learning. If you are under 20 years old 'Care to Learn' will finance your childcare costs up to £160 per week per child. If you are over 20 and eligible for help from the Learner Support Fund, the College can help with meeting the costs of childcare.

If you are eligible for childcare support through 'Care to Learn' or the 'Learner Support Fund', these funds can be used to pay your preferred childcare provider, whether it be a childminder, nursery or after school club. The only requirement is that this childcare is registered with OFSTED.

To find out more about our childcare support and learner support funds contact Student Services on (024) 7679 1561 or visit us on the ground floor in South Building at our Swanswell Campus.

This information was correct at the time of going to print.

IMPORTANT NOTICE

Under no circumstances will a student be permitted to enrol at the College and be issued with a Student ID Card without fully satisfying the conditions of enrolment.

You can not complete enrolment unless you:

- Pay cash, cheque or card for fees
- 100% settlement, or
- 33% deposit and Standing Order authorisation for three months
- Employer confirmation of payment of fees form received
- Production of written documentary evidence to show proof of JSA/ESA status
- No fees are payable

Refunds are only given in special circumstances or when a course is not running.

ENROLMENT

Wednesday 31st August	10.00 – 20.00
Thursday 1st September	10.00 – 20.00
Friday 2nd September	10.00 – 15.00
Saturday 3rd September	10.00 – 12.00

ESOL ENROLMENT

Wednesday 31st August	10.00 - 20.00
Thursday 1st September	10.00 - 20.00
Friday 2nd September	10.00 - 15.00

PART TIME COURSES

COURSE CODE	COURSE TITLE	START	LOCATION	DAY/S	TIMES	DURATION (WEEKS)	TUITION FEE	JAN	APR
-------------	--------------	-------	----------	-------	-------	------------------	-------------	-----	-----

A/AS LEVELS

11ALMAT1E1	A Level Mathematics	13/09/11	SWS	Tue & Thu	1745-2100	32	£435		
------------	---------------------	----------	-----	-----------	-----------	----	------	--	--

ACCOUNTING AND BOOK-KEEPING

11AATFD1E1	AAT Accounting Level 2 Certificate	13/09/11	SWS	Tue & Thu	1800-2000 & 1800-2100	35	£605		
11AATDL1E1	AAT Accounting Level 3 Diploma	13/09/11	SWS	Tue & Thu	1800-2100	36	£860		
11AATDM1E1	AAT Accounting Level 4 Diploma	12/09/11	SWS	Mon & Wed	1800-2100	36	£830		
110RACC1E1	Accounting Stage 2	14/09/11	SWS	Wed	1830-2100	16	£130		
110CSGE1EA	Award In Computerised Accounts (SAGE)	15/09/11	SWS	Thu	1815-2045	10	£87	Yes	Yes
11CIPFD1E1	Cips Foundation Diploma - Level 4	13/09/11	SWS	Tue & Thu	1800-2100	6	£1,260		
11CIPAD1E1	Cips Advanced Diploma - Level 5	12/09/11	SWS	Mon & Thu	1800-2100	6	£1,260		
11CIPGD1E1	Cips Graduate Diploma - Level 6	12/09/11	SWS	Mon & Wed	1800-2100	6	£1,260		
11ICMPD1E1	Credit Management Diploma	07/09/11	SWS	Wed	1800-2100	3	£495		
11ATACC1D1	Diploma In Accounting - Level 3	07/09/11	SWS	Wed	0900-1700	36	£860		
11ATACC1D1	Level 2 Accounting Certificate	16/09/11	SWS	Fri	0900-1600	35	£605		

BRITISH SIGN LANGUAGE (BSL)

11CDSL1A1E1	British Sign Language Level 1	19/09/11	SWS	Mon	1830-2030	32	£246		
11CDSL1A1D1	British Sign Language Level 1	21/09/11	SWS	Mon	0930-1130	32	£186		
11CDSL1G1E1	British Sign Language Level 1	21/9/10	SWS	Wed	1830-2030	32	£246		
11CDSL1B1D1	British Sign Language Level 2	20/09/11	SWS	Tue	0930-1245	33	£407		
11CDSL1E1E1	British Sign Language Level 2	20/09/11	SWS	Tue	1800-2115	33	£407		
11BSLP11DA	Lip Reading	13/09/11	HFC	Tue	1000-1200	30	Nil		
11BSLP11DB	Lip Reading	13/09/11	HFC	Tue	1300-1500	30	Nil		
11VCBSA1D1	NVQ 3 British Sign Language	15/09/11	SWS	Thu	0900-1300	4	£1,216		

BUSINESS STUDIES

11IPHRP1D1	Certificate In Human Resource Practice	29/09/11	SWS	Thu	1500-2100	5.5	£997		
11IPLDP1D1	Certificate In Learning & Developing Practice	27/09/11	SWS	Tue	1500-2100	5.5	£997		

COMPUTER STUDIES AND IT

110RABC1DA	Absolute Beginners	12/09/11	SWS	Mon	1300-1615	14	£162		
110RABC1EA	Absolute Beginners	13/09/11	SWS	Tue	1800-2115	14	£162		
110RABC1EB	Absolute Beginners	01/02/12	SWS	Wed	1800-2030	16	£130		
110CPHS1EA	Beginners Photoshop	21/09/11	SWS	Wed	1800-2000	2	£140		

COURSE CODE	COURSE TITLE	START	LOCATION	DAY/S	TIMES	DURATION (WEEKS)	TUITION FEE	JAN	APR
11BCDLA1EA	European Computer Driving Licence	08/09/11	SWS	Thu	1745-2115	19	£180	Yes	
11BCEDB1DA	European Computer Driving Licence ITQ	08/09/11	SWS	Thu	1300-1630	19	£180		
110RCLR1DA	ITQ 1 Award	06/09/11	SWS	Tue	0900-1215	20	£188	Yes	
110RCLP1D1	ITQ 2 Award	26/09/11	SWS	Mon	0900-1215	25	£218		
110RCLP1E1	ITQ 2 Award	29/09/11	SWS	Thu	1800-1215	25	£218		
110RCLT1EA	ITQ Level 1	14/09/11	SWS	Wed	1800-1215	20	£188		

CONSTRUCTION

11NCCON1D2	BTEC Level 3 Diploma In Construction	15/09/11	SWS	Thu	0900-2000	36	£1,041		
11CGBCO1D1	Building Craft Operations Level 1	05/09/11	SWS	Mon-Fri	0830-1645	26	£783		
11CGWRM1EA	C&G 2382-10 Wiring Reg (BS7671)	13/09/11	SWS	Tue	1830-2030	14	£99	Yes	
110TTAS1D1	CAT (Train & Assessment) For Technicians	05/09/11	SWS	Various	0900-1700	14	£250		
11VDSMA1E1	CI0B Level 4 Certificate In Site Management	12/09/11	SWS	Mon & Wed	1800-2100	36	£626		
11VDSMB1E1	CI0B Level 4 Diploma In Site Management	12/09/11	SWS	Mon & Wed	1800-2100	36	£652		
110TCGS1D1	Core Gas Safety - Reassessment	25/10/11	SWS	TBA	TBA	12	£2,750		
110TSCS1D1	CSCS Health & Safety Site Card	02/09/11	SWS	Fri	0900-1700	11	£170		
11CGEID1E1	Electrotechnical Technology Level 3	12/09/11	SWS	Mon & Thu	1800-2100	35	£652		
110TEEY1D1	Energy Efficiency	12/09/11	SWS	Fri	0830-1630	7	£65		
11CGEWA1D1	Experienced Worker Practical Assessment	01/09/11	SWS	Thu & Fri	Various	9	£2,260		
11CGENV1DB	Level 3 Award In Environmental Technology	20/02/12	SWS	TBA	TBA	6	£3,375		
11VBPLN1D2	NVQ 2 Mechanical Services (NON WBL)	15/09/11	SWS	Thu	0830-1700	36	£785		
11VCPLN1D2	NVQ 3 Plumbing	12/09/11	SWS	Mon	0830-1730	35	£780		
110TPAS1D1	Plumbing Assessments	05/09/11	SWS	Various	Various	16	£1,260		

COUNSELLING

11ABCSN1EA	Level 2 Award In Counselling Concepts	12/09/11	SWS	Mon	1800-2115	18	£284	Yes	
11ABCSL1E2	Certificate In Counselling Skills Level 3	16/09/12	SWS	Fri	0900-1245	36	£1,079		

EARLY YEARS

11VBCCE1E1	NVQ 2 Children's Learning & Development	12/09/11	SWS	Flexible	Flexible	1	£650		
11VBPLW1E1	NVQ 2 Playwork	12/09/11	SWS	Flexible	Flexible	1	£650		
11VCCCE1E1	NVQ 3 Children's Care, Learning & Development	12/09/11	SWS	Flexible	Flexible	1	£685		
11VCPWL1E1	NVQ 3 In Playwork	07/09/11	SWS	Flexible	Flexible	1	£685		

ENGLISH LANGUAGE (ESOL/EFL)

110CEDI1D1	English for Driving	04/11/11	ICC	Fri	0930-1230	20	£174		
110CESI1DA	ESOL Basic Skills	12/09/11	ICC	Various	0900-1245	13	£528	Yes	
110CESF1DA	ESOL Basic Skills	12/09/11	ICC	Various	1330-17-15	13	£528	Yes	

COURSE CODE	COURSE TITLE	START	LOCATION	DAY/S	TIMES	DURATION (WEEKS)	TUITION FEE	JAN	APR
11CGEST1DA	ESOL Basic Skills Entry 1 (AM T1)	12/09/11	SWS	Mon-Fri	0900-1245	13	£528	Yes	
11CGEB1DA	ESOL Basic Skills Entry 1 (PM T1)	12/09/11	SWS	Mon-Fri	1330-1615	13	£188	Yes	
11CGEST1DD	ESOL Basic Skills Entry 2 (AM T1)	12/09/11	SWS	Mon-Fri	0900-1245	13	£528	Yes	
11CGEB1DD	ESOL Basic Skills Entry 2 (PM T1)	12/09/11	SWS	Mon-Fri	1330-1615	13	£188	Yes	
11CGERA1EA	ESOL Basic Skills Entry 3	12/09/11	SWS	Mon & Wed	1815-2100	13	£188	Yes	
11CGEST1DG	ESOL Basic Skills Entry 3 (AM T1)	12/09/11	SWS	Mon-Fri	0900-1245	13	£528	Yes	
11CGEB1DG	ESOL Basic Skills Entry 3 (PM T1)	12/09/11	SWS	Mon-Fri	1330-1615	13	£188	Yes	
11CGERA1ED	ESOL Basic Skills Level 1	12/09/11	SWS	Mon & Wed	1815-2100	13	£188	Yes	
11CGEST1DK	ESOL Basic Skills Level 1 (AM T1)	12/09/11	SWS	Mon-Fri	0900-1245	13	£528	Yes	
11CGERA1EG	ESOL Basic Skills Level 2	13/09/11	SWS	Mon & Wed	1815-2100	13	£188	Yes	
11CGEWS1DA	ESOL For Work	26/09/11	ICC	Various	1330-1530	10	£435	Yes	
11CGPTE1DA	ESOL Level 1 Part Time	12/09/11	SWS	Mon-Fri	1330-1615	13	£188	Yes	
110TESP1EA	ESOL Part Time Evening	27/09/11	ICC	Tue	1830-2030	10	£58	Yes	Yes

ESSENTIAL SKILLS

110TBEG1EA	Essential English RORO	14/09/11	SWS	Wed	1800-2030	36	Nil		
11BSEFE1D1	Essential English RORO	15/09/11	SWS	Thu	1300-1530	36	Nil		
110TBAE1E1	Essential English RORO	15/09/11	SWS	Thu	1830-2030	36	Nil		
110TBEG1DB	Essential English Skills	13/09/11	SWS	Tue	1000-1230	36	Nil		
110TBEG1DE	Essential English Skills	15/09/11	SWS	Thu	1000-1230	36	Nil		
110TBMS1E1	Essential Maths	12/09/11	SWS	Mon	1800-2030	33	Nil		
110TBMS1DB	Essential Maths	13/09/11	SWS	Tue	1000-1230	36	Nil		
110TBMC1E1	Essential Maths	13/09/11	SWS	Tue	1800-2030	36	Nil		
110TMBW1D1	Essential Maths	14/09/10	SWS	Wed	0930-1200	36	Nil		
110TMB1D1	Essential Maths	14/09/10	SWS	Wed	1230-1500	36	Nil		
110TBMS1EB	Essential Maths	14/09/10	SWS	Wed	1800-2030	36	Nil		
110TMBX1D1	Essential Maths	15/09/11	SWS	Thu	1000-1230	36	Nil		
110TMBS1D1	Essential Skills	12/09/11	SWS	Mon	0915-1515	34	Nil		

GCSE

116CGEB1D1	GCSE English	05/09/11	SWS	Mon	0915-1230	30	£290		
116CGED1D1	GCSE English	05/09/11	SWS	Mon	1645-1915	30	£290		
116CENA1E1	GCSE English	12/09/11	SWS	Mon	1745-2045	30	£290		
116CENB1E1	GCSE English (Mature)	14/09/11	SWS	Wed	1745-2045	30	£290		
116CMAB1E1	GCSE Maths	12/09/11	SWS	Mon	1745-2045	30	£290		
116CMAF1D1	GCSE Maths	16/09/11	SWS	Fri	1330-1630	30	£290		
116CMAA1E1	GCSE Maths (Mature)	13/09/11	SWS	Tue	1745-2045	30	£290		
116CMAL1D1	Higher GCSE Maths	16/09/11	SWS	Fri	1330-1630	30	£290		
116CMRV1E1	Maths GCSE Revision For Nov Exam	08/09/11	SWS	Thu	1745-2045	8	£95		
116CSC1E1	GCSE Science	14/09/11	SWS	Wed	1745-2045	33	£290		

COURSE CODE	COURSE TITLE	START	LOCATION	DAY/S	TIMES	DURATION (WEEKS)	TUITION FEE	JAN	APR
-------------	--------------	-------	----------	-------	-------	------------------	-------------	-----	-----

HAIR, BEAUTY AND HOLISTICS

11VAHRC1D1	Hairdressing NVQ Level 1	12/09/11	SWS	Mon	0900-1700	21	£571		
11VCHIR1D1	Hairdressing NVQ Level 3	12/09/11	SWS	Mon or Tue	0900-1700	35	£710		
11VTIBT1D1	Introduction To Beauty Therapy	15/09/11	SWS	Thu	0930-1500	35	£478		
11VTBET1E1	Beauty Therapy NVQ Level 2	13/09/11	SWS	Tue	1800-2100	36	£478		
11VTNAT1E1	Certificate In Nail Technology	13/09/11	SWS	Tue	1800-2100	36	£315		

LANGUAGES

110CFRB1E1	French Beginners	21/09/11	SWS	Wed	1830-2030	21	£122		
110CITL1E1	Italian Beginners	19/09/11	SWS	Mon	1830-2030	21	£122		
110CJPA1E1	Japanese Beginners	20/09/11	SWS	Tue	1830-2030	21	£122		
110RBS1E1	Spanish Beginners	19/09/11	SWS	Mon	1830-2030	21	£122		
110RSPA1E1	Spanish Beginners	20/09/11	SWS	Tue	1830-2030	21	£122		
110CSP1E1	Spanish Intermediate	29/09/11	SWS	Thu	1830-2030	21	£122		
116CSPA1E1	Spanish GCSE	14/09/11	SWS	Wed	1745-2030	32	£232		

PHOTOGRAPHY

11CGPHD1EA	C&G Level 1 Award In Photography - Digital	19/09/11	SWS	Mon	1800-2100	10	£87	Yes	Yes
11CGPHD1ED	C&G Level 1 Award In Photography - Digital	22/09/11	SWS	Thu	1800-2100	10	£87	Yes	Yes
11NOCAD1E2	NOCN Art & Design (Photo & Graphics)	23/09/11	SWS	Thu	1800-2100	10	£325		
11NOPH01E1	Certificate In Specialist Photography Level 2	20/09/11	SWS	Tue	1800-2100	30	£348		

TEACHING, ASSESSMENT & LEARNING

11DECED1D2	Diploma In Teaching In The Lifelong Learning Sector	28/09/11	SWS	Tue	1330-1800	4	£673	Yes	
110TLT1EA	Learning To Teach	22/09/11	SWS	Thu	1800-2100	10	£87	Yes	Yes
11VBTAS1E1	NVQ Level 2 For Teaching Assistants	Flexible	SWS	Flexible	Flexible	1	£650		
11VCTAS1E1	NVQ Level 3 For Teaching Assistants	Flexible	SWS	Flexible	Flexible	1	£685		

TRAVEL & TOURISM

11NCTVA1EA	NCFE Level 2 Cert For Airline Cabin Crew	12/09/11	SWS	Mon	1730-2100	30	£450		
11NCTVA1EB	NCFE Level 2 Cert For Airline Cabin Crew	02/11/11	SWS	Wed	1800-2100	30	£261		

Coventry City Council run a range of courses based at the College's Swanswell Campus, for a full range of the courses on offer, please call the Adult Education Service on (024) 7678 6806.



CUSTOMER SERVICE EXCELLENCE



City College Coventry,
Swanswell Street, Coventry. CV1 5DG.
Telephone: **024 76 79 1000**
Freephone: **0800 616 202**
Email: **info@covcollege.ac.uk**
Web: **www.covcollege.ac.uk**

The information was correct at the time of going to print. This publication is also available on our website. The college reserves the right to make amendments, cancellations or additions to the information contained within this Part Time Courses Brochure.

If you need help to understand this publication please contact our Student Access and Support Unit on 024 7679 1574